



NJ SMART File Template Instructions

“How to Use the NJ SMART File Template”

Purpose

The “NJ SMART Template A” file was developed to allow school districts who do not have a Student Information System (SIS) to collect student data for uploading to NJ SMART. Its design is intended to easily and quickly allow users to enter student data while maintaining data quality. To maintain data quality, built-in restrictions and validation rules have been incorporated in most cells.

Data Entry Fields

The NJ SMART Student Data Handbook contains the list of the fields in the “NJ SMART Template A” file. **It is strongly recommended that users review the Student Data Handbook prior to using the template.** This will provide users an understanding of the fields, their restrictions and validations rules. The NJ SMART Student Data Handbook is located at www.nj.gov/njded/njsmart.

Entering Data

It is important for users to understand that if the wrong type of information is entered in fields that are required or have validation rules, an error message will be displayed. For example, if a user attempts to enter a date that is greater than the current date in the “SchoolExitDate” field, an error message will be displayed, prompting the user to correct the date.

Important Note: If a user accidentally gets onto a field that has a validation, Excel will attempt to force the user to enter a valid entry before moving to the next field. You may need to press the delete button twice and then press the escape button twice, if this occurs. This will allow the user to move past the field.

Entering the Correct Code from Dropdown Menus

There are several fields that contain a long list of codes but do not have a description of the code in the dropdown menu. For Example, the “DistrictCodeResident” field contains more than 650 district codes without descriptions. To make sure that you select the correct district code, refer to the school codes list posted at www.nj.gov/njded/njsmart and search for the appropriate district code. You may also choose to print the information contained in this file as well as the Country Code list and other documents, to use as a guide for entering data.

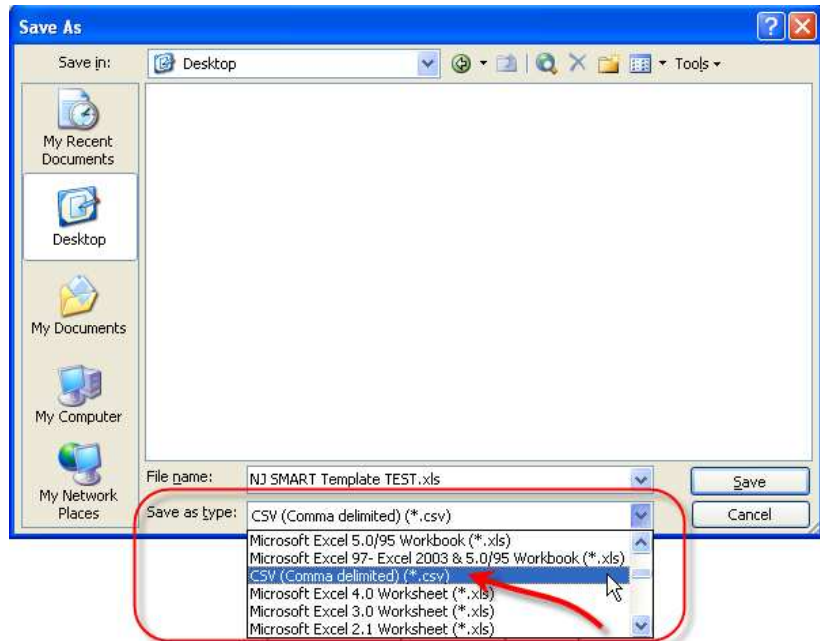
Downloading Template

Before downloading the file, please verify that your computer has sufficient space on its hard drive. The “NJSmart Template A” file is approximately 7.8MB. Because of the large size of the file, users downloading the file via a dialup connection may experience a delay of several minutes. High speed internet users should be able to download this file in about three minutes. If you experience problems downloading this file, please check with your system administrator.

Saving Data in CSV Format

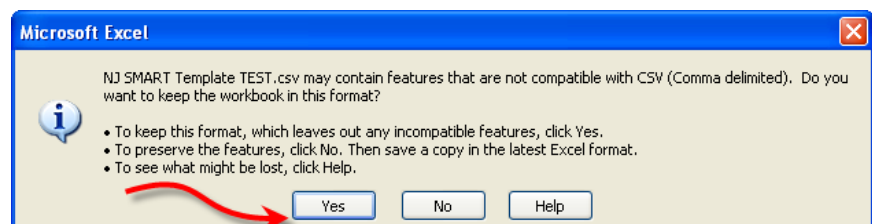
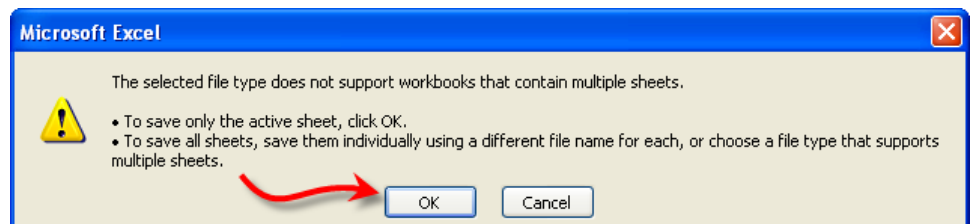
Once all the data has been entered and saved in the Excel template, the user is now ready to save the data file in CSV format. Follow the instructions below to save the file in CSV format.

1. While in Excel, click on the **File menu** at the top left corner of your Excel window.
2. Select the **Save As option** from the list. A window will display identical to the image on the right.
3. Click the **Save as type dropdown** menu and select CSV format. The location of the dropdown and the proper selection are circled in the image on the right.
4. Click the **Save button** and a dialogue box warning will display. See the next window below.
5. Click **OK**. Another dialogue box will display (The last image displayed on this page).
6. Click **Yes**.
7. Close the file.



Note: While closing the file, Excel will repeat the same two warnings previously displayed.

8. Click **Ok** in the first dialogue box and click **Yes** in the second.



Verify CSV File

Go to the location where the file was saved and open it. The file should display all the data previously entered but the file should not contain any formatting (i.e. colors, borders etc.). If no formatting exists, the file is in an acceptable format to upload. Close the file without saving to ensure you do not lose any leading zeros in any of the fields.